

## Implementation Checkpoints from District Implementation Plan (revised 6/28/06)

|               |  |                        |  |                                       |  |
|---------------|--|------------------------|--|---------------------------------------|--|
| District Name |  | Go-Live Date           |  | After Hours Contact Name(s)/Number(s) |  |
| District Code |  | Scheduling in SIS? Y/N |  | ProgressBook? Y/N                     |  |

### Two Months before Go-Live

| Date Completed | Responsibility | Task  |
|----------------|----------------|---|
|                | ITC/District   | Identify special needs or deviations from norm  |
|                | ITC/District   | If not using District Implementation Plan, must submit alternate implementation plan for approval |

### Ongoing – PLAY environment

| Date Completed | Responsibility | Task   |
|----------------|----------------|--|
|                | ITC/District   | Execute District Implementation Plan   |
|                | ITC            | Verify SEXT reports, TDF logs on alpha, and DSL Load errors  |
|                | ITC/District   | Phase I - Planning   |
|                | ITC/District   | Phase II - Security & Portal Admin (PLAY) - Setup full security, if desired  |
|                | ITC/District   | Phase III – Training (PLAY)  |
|                | ITC/District   | Phase IV – School Setup & Configuration (PLAY)   |
|                | ITC/District   | Phase V – Data Validation & Unit Testing (PLAY)<br><i>Including:</i> Attendance, Reports Cards, GPAs, Transcripts, Student Reports, Fees, Discipline, EMIS, Scheduling |
|                | ITC/District   | Make sure admission dates on students for the next school year are within that school year in SIS (Aug 1 – June 15)  |
|                | ITC/DASL       | Verify tblLoadLog (PLAY) is “clean”  |

### 1-2 Weeks Before Go-Live

| Date Completed | Responsibility | Task  |
|----------------|----------------|---|
|                | ITC/District   | Summer Conversion – Confirm SIS cleanup, June Snapshot, and EMIS Cleanup are complete   |
|                | CHECKPOINT     | *** <b>Cannot proceed until all previous steps have been completed</b> ***  |
|                | ITC            | Submit Help Desk ticket, requesting pre-load into LIVE – attach this Implementation Checkpoints doc to ticket (if multiple districts going live on same date, combine into one ticket)  |
|                | ITC            | Contact Software Answers concerning go-live support for PB conversion (if necessary)  |
|                | DASL           | Pre-Load District to LIVE database (full EMIS load)   |
|                | DASL           | Verify tblLoadLog (LIVE) is “clean”   |
|                | CHECKPOINT     | *** <b>Cannot proceed until tblLoadLog is “clean”</b> ***   |
|                | DASL           | Copy district security from PLAY to LIVE  |
|                | ITC/District   | Spring Conversion - If Scheduling in SIS before converting to DASL, perform School Year Initialization / Student Promotion (LIVE)   |
|                | ITC/District   | Update Default Mark Types for current year and all years for which course history exists in each building   |
|                | ITC            | Clear out interim marks in SIS if necessary   |
|                | DASL           | Rerun Marks load; If Scheduling in SIS, run Scheduling and Course Section refresh   |
|                | ITC/District   | Setup Codes and Configurations in DASL LIVE that do not come over from SIS or that were changed/updated from SIS<br><i>Including:</i> Marking Patterns, Course Terms, Reporting Terms, GPA Sets, Honor Rolls, new Course Flags, DASL Options, Absence Code settings, and anything else that was changed in PLAY after being loaded from SIS |
|                | ITC/District   | Testing and Verify Data (LIVE) - <i>Including:</i> Report Cards, GPAs, Transcripts, Course History, and other key reports   |
|                | ITC/District   | IMPORTANT!! The P310 and P301 must be correct and have all days off (snow days, etc.) accounted for   |
|                | ITC/District   | Do not convert to DASL in the middle of SIS/EMIS Spring Cleanup!  |

### Night Before Go-Live

| Date Completed | Responsibility | Task   |
|----------------|----------------|--|
|                | CHECKPOINT     | *** <b>Cannot proceed until all previous steps have been completed</b> ***               |
|                | ITC            | Run SIS extracts   |
|                | ITC            | Run DSL Load   |
|                | DASL           | Load district to LIVE and Set IsLive = 1; Set IsProgressBookOn = 1 (if PB district)      |
|                | ITC            | If using ProgressBook, alter PB Configuration and immediately check Marks and Attendance |
|                | ITC            | Disable PLAY users   |
|                | ITC            | Disable SIS / SWAN Access / Alpha  |
|                | ITC/District   | Update DSL Security as required  |